

**SHELBY COUNTY BOARD OF COMMISSIONERS  
AGENDA ROUTE SHEET**

Referred to Commission Committee (name) Hospitals & Health

For Commission Action on (date) November 9, 2009

---

**A RESOLUTION approving a renewal of lease agreement in the amount of \$21,736.00 with The Regional Medical Center of Memphis (The Med) for thirteen months, commencing on June 1, 2009 through June 30, 2010 for office space at The Med's Adams Pavilion building, 823 Jefferson, Memphis, TN 38105 for the operation of the TennderCare Outreach grant program, and appropriation of said funds. This item requires the expenditure of State Grant Funds in the amount of \$21,736.00. Resolution sponsored by Commissioner Joe Ford.**

---

**CHECK ALL THAT APPLY BELOW:**

       This Action does NOT require expenditure of funds.

  X   This Item requires/approves expenditure of funds as follows (complete all that apply):

County General Funds: \$                      : County CIP Funds: \$                     

State Grant Funds: \$ 21,736.00 : State Gas Tax Funds: \$                     

Federal Grant Funds: \$                     

Other funds (Specify source and amount): \$   

Other pass-thru funds (Specify source and amount): \$   

**Originating Department:** Division of Health Services – Personal Health Services

**APPROVAL:**

Dept. Head: Johnathan Russell 544-7585 \                      \                       
(Type your name & phone #.) (Initials) (Date)

Division Director: Yvonne S. Madlock 544-7583 \                      \                       
(Type your name & phone #.) (Initials) (Date)

Finance Dept.: Michael A. Swift 545-4449 \                      \                       
(Type your name & phone #.) (Initials) (Date)

County Attorney: Mary Bright 545-4963 \                      \                       
(Type your name & phone #.) (Initials) (Date)

CAO/Mayor: James Huntzicker 545-4514 \                      \                       
(Type your name & phone #.) (Initials) (Date)

ITEM NO: \_\_\_\_\_

PREPARED BY: Johnathan Russell

APPROVED BY: \_\_\_\_\_

**A RESOLUTION approving a renewal of lease agreement in the amount of \$21,736.00 with The Regional Medical Center of Memphis (The Med) for thirteen months, commencing on June 1, 2009 through June 30, 2010 for office space at The Med’s Adams Pavilion building, 823 Jefferson, Memphis, TN 38105 for the operation of the TennderCare Outreach grant program, and appropriation of said funds. This item requires the expenditure of State Grant Funds in the amount of \$21,736.00. Resolution sponsored by Commissioner Joe Ford.**

---

**WHEREAS**, The Health Department desires to continue to lease property at 823 Jefferson (The Med’s Adams Pavilion building), Memphis, TN 38105 to operate the TennderCare Outreach program, a State grant-funded program; and

**WHEREAS**, The Health Department and The Med, have prepared a renewal of lease for 1,056 square feet of office space at 823 Jefferson, Memphis, TN 38105 for a period of thirteen (13) months at a rate of \$1,672 per month for a total of \$21,736 for the period beginning June 1, 2009 through June 30, 2010; and

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF SHELBY COUNTY, TENNESSEE**, That the lease with The Regional Medical Center of Memphis is hereby approved.

**BE IT FURTHER RESOLVED**, That the continuation of the said lease is subject to the conditions of the lease and the appropriation of funds for future years by the Shelby County Board of Commissioners.

**BE IT FURTHER RESOLVED**, That the County Mayor is hereby authorized to execute the aforementioned agreement on behalf of the Shelby County Government, an executed copy of which is to be placed on file in the Purchasing Department.

**BE IT FURTHER RESOLVED**, That funds in the amount of \$21,736.00 are hereby appropriated from FY 2009-2010 Operating Budget Account Number 215-400582-6714.

**BE IT FURTHER RESOLVED**, That the County Mayor and the Director of Administration and Finance are authorized to issue their warrant or warrants in amounts not to exceed \$21,736.00 to The Regional Medical Center at Memphis, and to take proper credit in their accounting therefore.

\_\_\_\_\_  
A C Wharton, Jr., County Mayor

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Clerk of County Commission

ADOPTED: \_\_\_\_\_

**SUMMARY SHEET**

**I.     Description of Item**

**Request approval of a renewal of lease agreement and appropriation of funds in the amount of \$21,736.00.**

**This renewal of lease agreement is between the Health Department and the Regional Medical Center at Memphis (The Med), to lease for 1,056 square feet of office and space at The Med’s Adams Pavilion building, 823 Jefferson, Memphis, TN 38105 for a period of thirteen (13) months, beginning June 1, 2009 until June 30, 2010. This space will continue to be used by the Health Department to operate the TennderCare Outreach Program, a 100% State grant funded program.**

**II.    Source and Amount of Funding**

<b>TennderCare State Grant FY 2009-2010 Operating Budget</b>	
<b>Account No. 215-400582-6714</b>	<b><u>\$21,736.00</u></b>

**III.   Contract Items**

- A. This contract is for the renewal of a lease of 1,056 square feet of office space at a rate of \$1,672 a month.**
- B. This lease agreement is for a period of thirteen (13) months commencing on June 1, 2009 through June 30, 2010. Total expenditures are not expected to exceed \$21,756.00.**
- C. Agreement may be terminated with or without cause by either party by the provision of at least ninety (90) days prior written notice.**

**IV.    Additional Information Relevant to approval of this item**

- Administration recommends approval of this Resolution.**
- There is no cost to the County for this activity.**

***Scope of Services of TennderCare Outreach***

- a. Participate in the TennCare Call Center component of the state’s TENNderCare Outreach program by allowing the call center to directly schedule appointments through the Patient Tracking and Billing Management System (PTBMIS) at the health department clinics.
- b. Provide TENNderCare Outreach Program Services and dedicated staff for community outreach in County as delineated in its most current approved Community Outreach Plan and any amendments incorporated by reference as if fully set out herein and on file in the Department of Health, Bureau of Health Services.
- c. Conduct all community outreach activities outlined in the Grantee TENNderCare Community Outreach Plan and any amendments submitted to and approved by the State.
- d. Attend all training provided by the State for all dedicated TENNderCare Outreach staff.
- e. Conduct community focused outreach activities to specific target populations as identified in the Community Outreach Plan and any amendments approved by the State.
- f. Conduct outreach activities designed to reach pre-teen, teen and young adult populations.
- g. Hire part-time lay outreach workers, some of them bilingual when appropriate, to conduct face-to-face contacts with families of TennCare eligible children and perform other TENNderCare related program activities in support of the approved Community Outreach Plan and any amendments. When possible, lay outreach workers should reflect the diversity of the population in the community.
- h. Participate in coalitions of traditional and non-traditional partners to include state agencies serving children. Conduct an annual agency meeting to promote TENNderCare to the coalitions.
- i. Report and maintain data for all outreach activities according to guidelines specified by the State.
- j. Use and distribute standardized TENNderCare educational materials developed by the TennCare Enrollee Outreach Workgroup, TennCare or the State.

